



- INTERNAL JOB OPPORTUNITY -
Pacific Cascade Region
Region Support Group
Office Support Supervisor 1

CLOSES: December 13, 2004

SALARY: \$2,198 - \$2,775 per month Range 36

APPOINTMENT TYPE: Temporary (6 months)

LOCATION: Castle Rock

POSITION PROFILE:

- Supervises, evaluates and prioritizes assignments for three receptionists. Interviews and recommends selection of applicants, conducts training, assigns and schedules work, acts upon leave requests, conducts annual performance evaluations and recommends corrective actions. Develops work schedules to provide continuous daily coverage. Covers the front desk and/or enlists help from other work units to cover operations during staff absences/shortages, breaks and lunch.
- Manages the mailroom, inventories, orders and maintains office supply stock, coordinates the keyboarding/laminating/copy pool. Ensures efficient, courteous and friendly reception.
 - Opens, dates & routes all incoming mail. Prepares all outgoing mail for Consolidated Mail pick up. Arranges for special mail pick-ups (FedEx/UPS.) Keeps all mailboxes up to date with unit/employee changes.
 - Purchases office supplies through G.A. & other sources as necessary.
 - Creates and maintains the Region calendar and conference room schedules.
 - Maintains audio/visual equipment inventory; schedules and reserves equipment including film and camera checkout as requested. Primary contact for Region copiers; calls for service, orders supplies, turns in monthly meter reads for all office and field copy machines and fax machines.
 - Primary contact for phone and voicemail system inquiries, requests and report of problems. Updates/maintains voicemail boxes, phone extensions, voicemail list, and office routing slips
 - Routinely checks Region email account and forwards email(s) to appropriate management for response.
- Responsible for tracking and timely routing of public disclosure requests to ensure response within allotted timeframe. Devises mailroom procedures and implements changes with generalized approval of supervisor. Maintains policy and procedure manuals and distribute policies, procedures and standard practice memos. May draft procedures for management review. Updates emergency situations postings throughout the Region offices (HQ and work centers.) Contract Cover Sheet coordinator, Commissioner's correspondence contact for the Region and does Public Disclosure tracking.
- Typing general correspondence, contracts, and various forms from rough drafts, from oral instruction and Word primary files and Excel spreadsheets. Copying correspondence, distributing SEPA documents. Backup for IT coordinator. Backup for setting security access codes for proximity card reader and security panel. Backup for mail pick up and bank deposits.
- Other duties as required including assistance to other units in the Resource Support Group and meeting attendance. May be asked to work weekends, evenings, holidays, and overtime as the emergency arises.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

One year of experience as a clerical lead or supervisor and two years of clerical experience.

APPLICATION PROCESS:

Please submit a letter of interest describing your qualifications as they relate to the position to:

Shea Richardson: Human Resources Division, MS: 47033 or shea.richardson@wadnr.gov